CHAPTER 1

GENERAL

A. PDRPOSE

This Handbook provides computation guidance and sample instructions for the preparation and submission of military and civilian manpower data for the Wartime Manpower Mobilization **Planning System** (WARMAPS). The Military Services and Defense Agencies shall compute and submit wartime mobilization manpower demand and supply data to the **ASD(FM&P).** Scenario-specific data preparation instructions are provided for each mobilization planning or WARMAPS submission cycle. This Handbook outlines the responsibilities of those involved in the computation of manpower mobilization data and **explains** the conceptual framework and terminology that are used in the **WARMAPS military** and civilian subsystems.

B. RESPONSIBILITIES

1. **The**e Assistant Secretary of Defense (Force Management and Personnel) **(ASD(FM&P))** shall:

   a. **Deve**lop, **publish, and** d periodically update DoD 3020.36-P, (reference (a)), **consistent with DoD 5025.1-M** (reference (b)).

   b. Discharge those responsibilities assigned in DoD Instruction 1100.19 (reference (c)).

2. The Director of the Joint Staff shall:

   a. Develop, publish, and periodically update the **JSCP** (reference (d)).

   b. Provide guidance for the preparation of Military Service and Defense Agency mobilization plans.

   c. Review mobilization plans and assess mobilization capabilities in terms of the availability of manpower.

   d. Provide wartime military manpower data to the appropriate Military Service in the Joint Mobilization Augmentation Section **of** the Joint Manpower Program as specified in DoD 1100.19 (reference (c)).

   e. Submit wartime civilian manpower data to the WARMAPS, as required by reference (c) and as specified in chapter 3 and Appendix B, herein, or in superseding data preparation instructions.

3. The Secretaries of the **Milita**ry Departments and the Heads of the Military Services shall:

   a. Prepare detailed mobilization plans for the Military Service under guidance provided by the **OSD in** DoD 3020.36-P, (reference (a)) and by the JCS in Annex N of (reference (d)).

   b. Establish requirements, specify demands, evaluate and screen supplies, identify shortfalls, and develop programs to ensure the availability of mobilization manpower.

c. Submit wartime military manpower data to the WARMAPS, as required by reference (c) and as specified in Chapter 2 and Appendix A, herein, or superseding data preparation instructions.

d. Submit wartime civilian manpower data to the **WARMAPS,** as required by reference (c) and as specified in Chapter 3 and Appendix B, herein, or super-seding data preparation instructions.

4. The <u>Directors of Defense Agencies</u> and the <u>Director of Administration</u> <u>and Management, Office of the Secretary of Defense</u> **(DA&M,** OSD) shall:

a. Prepare detailed mobilization plans for the Defense Agencies, OSD staff elements and DoD Field Activities in accordance with guidance provided by OSD in DoD 3020.36-P, and by the JCS in Annex N, **JSCP** (references (a) and (d)).

b. Establish requirements, specify demands, evaluate and screen supplies, identify shortfalls, and develop programs to ensure the availability of mobilization ❑anpower.

c. Provide wartime military manpower data to the appropriate Military Service in the Joint Mobilization Augmentation Section of the Joint Manpower Program as specified in reference (c).

d. Submit wartime civilian manpower data to the WARMAPS, as required **by** reference (c) and as specified in Chapter 3 and Appendix B, herein, **or** super-seding data preparation instructions.

C. <u>GUIDANCE</u>

1. DoD Directive 110.18 and DoD Instruction 1100.19 (references (e) and (c)) establish the policies for manpower mobilization **planning** during peacetime and manpower utilization during wartime. The Heads of DoD Components are responsible for developing, maintaining, and disseminating appropriate mobilization plans and procedures, standby emergency implementation documents, and organizational staffing arrangements required to mobilize and manage essential missions during mobilization.

2. WARMAPS is not only the official source of wartime manpower requirements data within the Department of Defense but a useful and reliable analytic tool for total force planning. WARMAPS provides data for testimony and reports to Congress (Secretary of Defense Annual Report, Defense Manpower Requirements Report, JCS Posture Statement, etc.). Within the OSD, WARMAPS data are used in many ways (e.g., to prepare or respond to issue papers) and in many forums (e.g., the Mobilization Steering Group and the Reserve Forces Policy Board).